

U.S. SERVICE ACADEMY APPLICATION FOR NOMINATION INSTRUCTION SHEET

**THE DEADLINE FOR RETURNING ALL APPLICATION MATERIALS TO MY
BALTIMORE OFFICE: FRIDAY, NOVEMBER 18, 2005**

INSTRUCTIONS

In order for your application to receive full consideration for a nomination, all seven of the items listed below must be received in my Baltimore office by **November 18, 2005**.

The items are:

1. Basic Fact Sheet with a 2" x 2 ½" photo of yourself
2. Background Questionnaire
3. Notarized Affidavit of Residency
4. 250-word essay
- * 5. Three letters of recommendation
- ** 6. Your highest SAT and, if applicable, ACT scores
- *** 7. Your High School and /or College transcripts

The address of my Baltimore office is:

**The Honorable Benjamin L. Cardin
600 Wyndhurst Avenue
Suite 230
Baltimore, Maryland 21210
ATTN: Anne Irby**

SPECIAL NOTES

*** Letters of Recommendation**

You must submit three letters of recommendation. Most letters come from teachers, school counselors and employers. Letters from immediate family members are not accepted. We want to hear from those who can best attest to your qualifications to attend the academy.

Letters should be sent to the above address. Be sure to confirm that all recommendation letters that you have requested have been received in my office.

**** SAT and ACT Scores**

SAT Reasoning Test and ACT scores will be considered in the selection of academy nominees. It is imperative that you take the SAT Reasoning Test if you wish to be considered for an academy nomination. The ACT tests are discretionary.

The SAT test dates are: October 8, November 5, December 3, 2005 / January 28, April 1, May 6, and June 3, 2006. You should have your SAT scores sent directly to my office. My code number is 5468.

The ACT test dates are: September 24, October 22, December 10, 2005 / February 11, April 8, and June 10, 2005. You should have your ACT scores sent directly to my office. My code number is 7445.

***** Transcripts**

You must provide an official copy of your high school transcript. The transcript must list your senior year courses and, if available, your mid-term grades. The transcript can be sent directly to my office.

You should also provide a transcript of any prep school or college work you have already completed.

QUESTIONS

If you have any questions about the nomination process or the materials you need to provide, please call **Anne Irby** of my staff at **410-433-8886** or **410-974-9703** (Annapolis), or you may e-mail her, anne.irby@mail.house.gov.